

Instructions for Completing the Individual Buildings Survey Form (KHC 2007-1)

This form should be used to document individual buildings such as houses, outbuildings, schools, industrial buildings, public buildings etc. It may be supplemented by continuation sheets.

COUNTY:

Enter the county name.

RESOURCE #:

Kentucky's Historic Survey Site numbers are alphanumeric, and include a county prefix and a site number, such as FR-112 in Franklin County. Some urban areas have prefixes of their own, such as FR-F-26, in Frankfort in Franklin County. Before the start of your project, it is critical that you contact the data manager for site numbers to be assigned to your project area, both to be sure you are using the right numbers for that location, and that you are not duplicating survey numbers being used by another consultant. If you need more survey numbers than you initially requested, do not use unassigned numbers. You must contact the data manager a second time for more numbers, as other consultants may have been assigned numbers in the same region in the meantime. If you have unused numbers assigned to you, please let us know no later than the end of the project, so that those numbers may be reassigned. If you turn in forms with unapproved or duplicate numbers, these forms will be returned to you and you will have to re-number the survey forms and numbering in any related reports or nominations submitted to us. You can contact our data coordinator Lynn Webb at 502.564.7005 x 119 or lynn.webb@ky.gov to obtain site numbers.

The survey number should be recorded in the space provided at the upper right hand corner of each form. The original assigned number continues to be used if a previously surveyed resource is resurveyed. Do not assign a new survey number to a previously surveyed resource. Since a property's resource number is unique, it will be used for identification purposes. It is used to identify resources on the survey maps, it is written on the back of photos, used to identify related digital files, reported on any National Register nomination forms, and recorded at the top of all survey form continuation sheets and attachments. It is extremely important that you record it consistently on all materials!

Sub-numbers are used on complex sites with more than one surveyed resource. A typical example of this might be a farm with historic outbuildings and landscape features. In these instances, a site plan should be included in Category 27 and each resource should have a sub-number. For example, the farm house might be recorded as BN-321. An outbuilding on this site would be recorded as BN-321.1, and then another resource at the site as BN-321.2, etc. In this way, it is simple to tell that the separately surveyed resources are part of one property.

EVALUATION:

Enter your National Register evaluation of the resource. See National Register Bulletin 15 and 16 for instructions on evaluating historic resources. If you believe the resource is eligible, include a statement of significance in the space for Comments/Historical Information at the lower right hand corner of the form.

- U Insufficient information
- D Eligible: individually

- N Eligible: member of a group
- S Ineligible

SHPO EVALUATION:

This space is for official SHPO determinations of eligibility. Leave blank.

DESTROYED:

This space is provided to record the destruction of a previously recorded site, whether for a resurvey or for a building lost after fieldwork.

- 0 Unknown/not applicable
- 1 Decay/Collapse
- 2 Fire: natural, accidental, or undetermined cause
- 3 Arson
- 4 Demolition: private owner
- 5 Demolition: government
- 6 Other

1. NAME OF RESOURCE/HOW DETERMINED:

Enter the name of the resource and code how it was determined. If several names are known, first enter the name least likely to change and use a continuation sheet to record additional names. For example, the original owner or builder is preferred since it continues to be meaningful regardless of changes in ownership or use. Thus, it would be recorded first while the later owners or functions would be documented on a continuation sheet. Sources for this information should be documented on a continuation sheet.

- 0 Unknown/not applicable
- 1 Original owner or builder
- 2 Historic atlas or map
- 3 Significant persons or events associated with the property
- 4 Original or later significant uses of the property
- 5 Traditional name
- 6 Innovative or unusual characteristics
- 7 Accepted professional, scientific, or technical name
- 8 Location
- 9 Other

2. ADDRESS/LOCATION:

For urban resources enter the street address. Most rural properties now have street addresses, but for rural resources that have none, use the following guidelines to provide a description of the location:

- On or how far off road
- Which side of the road
- Name of the road
- Number of road and whether US, KY, or Co

How far and in what direction from a major intersection
For example: 1/2 MI off S side of Justice Road (KY 441) approximately 1 MI NE of JCT
W/Milers Run (Co 12).

3. UTM REFERENCE:

Quad Name: Enter the name of the USGS quadrangle this site is located on.

Date: Enter the date of the quadrangle.

Zone: enter the zone of the quadrangle, either 16 or 17 in Kentucky.

Method: enter the method used to calculate the UTM number:

- H Hand plotted
- C Commonwealth Base Map
- G GPS unit

Hand Mapping

For instructions on calculating UTM numbers by hand, see W. P. Cole, "Using the UTM Grid System to Record Historic Sites," available at <http://www.cr.nps.gov/nr/publications/bulletins/nrb28/>.

Determining UTM #s with the Commonwealth Basemap

More accurate UTM numbers are available on line, and are easily calculated using the Commonwealth Basemap web page at <http://kygeonet.ky.gov/tcm/viewer.htm>. Once you have found the location of your surveyed site, select the "point locator" icon - the icon is a black cursor pointing to a yellow highlighted black dot - then click on the point for which you would like to calculate UTM numbers. This will open a pop-up window with several different coordinate sets that represent the same point on the map. For the survey form, enter the UTM numbers (for zones 16 or 17) listed under the NAD 27 column.

GPS Mapping

Resources may be plotted with a GPS device. Please consult with the survey coordinator if you wish to use this method.

Easting and Northing: Enter the UTM reference in the spaces provided. An accurate UTM must be calculated for all resources. Estimated UTM numbers for district properties are no longer accepted. Circle the exact location on an attached USGS map detail.

4. OWNER/ADDRESS:

This category must be completed for resources documented at the intensive level (ie. that appear to be eligible), and for all properties that are being nominated to the National Register, including non-contributing properties. While not required, it is advisable to record this information for other sites as

well. Enter the name and address of the current owner. If more than one party owns the property, indicate other owners on a continuation sheet.

5. FIELD RECORDER/AFFILIATION:

Enter the name and affiliation of the person or persons who conducted the field documentation.

6. DATE RECORDED:

Record the date of the field documentation.

7. SPONSOR:

Enter the name of the survey sponsor.

8. INITIATION:

Record the reason the project was initiated.

- | | |
|---|---------------------------|
| 0 | Unknown/not applicable |
| 1 | Survey and planning grant |
| 2 | CLG |
| 3 | Review & Compliance |
| 4 | NR |
| 5 | Other (specify) |

9. OTHER DOCUMENTATION:

Check all categories of previous documentation. The space below the check list may be used for references: for example, if you've documented that the resource has a Historic American Buildings Survey (HABS) file, enter the HABS number as a reference. HABS files can be searched online at http://memory.loc.gov/ammem/collections/habs_haer/.

10. REPORT/NR REFERENCE

For any project which results in a written report, enter the report title. If the survey was done for an NR nomination, include the title of the nomination, whether the property is contributing or not.

11. ORIGINAL PRIMARY FUNCTION:

Enter the original primary function. Enter the three letter computer code, taking the first two digits from the general heading and the third from the specific type. Enter the most specific category and subcategory. For example, use "Education/educational-related housing" rather than "Domestic/institutional housing" for a college dormitory.

000 **Undetermined/not applicable**

0 **Unknown**

- 01 **Residential/Domestic**
- A single dwelling
 - B multiple dwelling
 - C res. outbuilding/dependency
 - D hotel/inn
 - E institutional housing
 - F camp/temporary habitation
 - G village site
 - H other (specify)
- 02 **Commercial/ Professional/ Office**
- 0 unknown
 - A business
 - B professional
 - C organization/association
 - D financial institution
 - E specialty store/shop
 - F general store/department store
 - G restaurant/bar/tavern
 - H warehouse
 - 2 commercial/residential
 - 3 other
- 03 **Social**
- 0 unknown
 - A meeting hall
 - B fraternal/patriotic organization
 - C club
 - D social/civic
 - E other
- 04 **Government/Public**
- 0 unknown
 - A capitol
 - B town/city hall
 - C correctional facility
 - D fire station
 - E government office
 - F diplomatic building
 - G customs house
 - H post office
 - I public works
 - J courthouse
 - K other
- 05 **Educational/Intellectual**
- 0 unknown

- A school
- B college/university
- C library
- D research facility
- E educational related housing
- F other

06 Religious

- 0 unknown
- A church/religious structure
- B ceremonial site
- C church school
- D church related residence
- E other

07 Funerary/ Mortuary

- 0 unknown
- A cemetery
- B graves/burials
- C other

08 Entertainment/Recreation/Cultural

- 0 unknown
- A theater/cinema
- B auditorium
- C museum/exhibition
- D music facility
- E sport facility
- F outdoor entertainment/recreation
- G fair/amusement park
- H monument/marker
- I work of art (sculpture, carving, rock art)
- J other

09 Agriculture/Food Procurement/Processing

- 0 unknown
- A food processing/storage
- B food storage
- C agricultural fields
- D animal facilities (includes hunting & kill sites)
- E fishing related facility or site
- F agricultural buildings
- X agricultural complex/farm
- G other

10 Industrial/Engineering

- 0 unknown
- A mill /processing/ manufacturing facility
- B extractive facility or site

- C other water-related facility
- D power/energy facility
- E communications facility
- F other

12 **Health Care**

- 0 unknown
- A hospital
- B clinic
- C nursing home
- D medical business/office
- E resort/spa
- F other

13 **Military**

- 0 unknown
- A arms storage
- B fortification
- C post/military base
- D battle site
- E coast guard facility
- F naval facility
- G air facility
- H other

15 **Parks/Landscape/Open Space**

- 0 unknown
- A parking lot
- B park
- C plaza/square/green
- D ceremonial
- E garden
- F forest
- G unoccupied land
- H limited activity site
- I underwater
- J natural feature
- K street furniture/object
- L other

16 **Transportation**

- 0 unknown
- A rail related
- B air related
- C water related
- D road (vehicular) related
- E pedestrian related
- F bridges
- G other

- 17 **Agricultural Outbuildings**
- A Granary
 - B Tobacco Barn, Air-Cured
 - C Tobacco Barn, Fire-Cured
 - D Stripping Shed
 - E Bank Barn
 - F Stable, Mule
 - G Stable, Sheep
 - H Multi-Purpose Barn
 - I Hemp Barn
 - J Grain Silo
 - K Corn crib
 - L Chicken House
 - M Horse Barn, General
 - N Horse Barn, Training
 - O Horse Barn, Breeding Shed
 - P Cattle Run-in Shed
 - Q Stock Barn
 - R Dairy Barn
 - S Hay storage
 - T Barn, function unknown
 - U Barn, storage or vacant

- 18 **Farm Structures**
- A Scale House
 - B Pumping Station
 - C Water Tower
 - D Water Gap
 - E Paddock Area
 - F Pasture Area
 - G Well
 - H Race Track, Horse
 - I Wind Mill
 - J Cistern
 - K Entry Gate

- 19 **Domestic outbuildings**
- A Smoke House
 - B Meat House
 - C Spring House
 - D Slave House
 - E Tenant House
 - F Privy
 - G Carriage House
 - H Ice House
 - I Root Cellar
 - J Kitchen, Detached
 - K Dairy

- L Back House
- M Garage
- N Shed
- O Workshop
- P Business Office
- V Greenhouse

20 **Fencing**

- A Massed Fencing
- B Post and Rail Fence
- C Vertical Rail Fence
- D Board Fence, Interior Battens
- E Board Fence, Exterior Battens
- F Virginia Fence
- G Stone Fencing, Dry Laid
- H Stone Fencing, edge fence
- I Stone Fencing, mortared
- J Wire Fencing
- K Chain Link Fencing

960 **Work in progress**

990 **Other (specify)**

99M **House Museum, Historic Attraction**

99V **Vacant Abandoned**

12. CURRENT PRIMARY FUNCTION:

Enter the current primary function. See category 11 above for codes.

13. CONSTRUCTION DATE:

Give the estimated construction date using the codes below. If the actual construction date has been documented enter it, in the space provided for documented date, as well, and cite source of date in comments section or continuation sheet.

- 0 undetermined
- A 2001-Present
- 1 1975-2000
- 2 1950-1974
- 3 1925-1949
- 4 1900-1924
- 5 1875-1899
- 6 1850-1874
- 7 1825-1849
- 8 1800-1824
- 9 Before 1800

14. DATE OF MAJOR ADDITIONS/MODIFICATIONS (specify):

Give the estimated date of any major additions or modifications using the codes in Category 13, above. Briefly describe the addition/modification in the space provided. For example: addition of second pen, addition of second floor, vegetation altered, or run-in shed added. If more space is needed for descriptions, use a continuation sheet. Do not use this space to record the addition of stylistic surface features. Space is provided in Category 18 for such information.

15. CONSTRUCTION METHOD AND MATERIAL:

This is the construction method and material, not the cladding. Enter the original/primary method first followed by the subsequent/secondary methods. As in all cases if further room is needed, use a continuation sheet and place an asterisk next to the number.

00	undetermined/not applicable
H1	heavy timber frame, mortise and tenon
H2	timber frame with nogging or other infill
W1	vertical plank or box frame
W2	balloon frame
W3	frame construction, type unknown
L1	log, notch unknown
L2	log, full dovetail
L3	log, half dovetail
L4	log, v-notch
L5	log, diamond notch
L6	log, square notch
L7	log, other
S1	stone, drylaid
S2	stone, mortar
B0	brick
P0	poured concrete
P1	concrete block
C1	clay tile
M1	metal
PP	Prefabricated Panel
VV	veneered
XX	other (specify)

16. DIMENSIONS:

Record the height of building in stories as shown below. Record the plan dimensions of dwellings in stories, bays and piles. If known, give the actual measurements of other resources. For large rural properties, enter the estimated acreage of the property in the space provided.

Building Height:

Blank	Not reported
A	single story
B	1 -1/2 story

C	2 story
D	2-½ story
E	3 story
F	multi-story (more than 3)

17. PLAN

This category applies to houses only at this time. The plan codes available correspond to well known house types. The fieldworker will find that actual houses vary from these ideal types in hundreds of ways, ranging from minor differences of fenestration to major differences such as subdivision of rooms or placement of staircases. The careful observation of the variations of plan type can lead to important insights into the historic significance of an area's resources.

In many cases the plan of a given house evolved over time. Since most houses receive additions or undergo other changes, few will be observed that are pure forms. In some cases, a series of additions will make the original plan almost unreadable, at least without in-depth investigation beyond the scope of a survey.

Usually, however, the original plan can be discerned, and should be coded for the first period. For example, the single pen plan - either square or rectangular - was probably by far the most common house type prior to the Civil War. Of the small percentage of these that survive, many are contained within now larger houses. A single pen house for instance, may, through addition of a second pen, have evolved into a saddlebag. In such a case, the survey form would be correctly coded for the single pen for period one and the saddlebag for period two. Room is provided for two periods. If additional space is needed use a continuation sheet. A sketch plan is often useful to clarify how the additions occurred, particularly in the case of irregular plans.

The Survey Coordinator should be consulted if you are uncertain whether differences in window, door, stair, or chimney placement constitute minor variations or indicate new types. Sometimes a survey area contains significant numbers of houses that are consistent major variations on a plan, or an entirely different plan, previously unrecorded. In this case, the Survey and Data Coordinators may approve the assigning of a new code to identify the plan.

U	undetermined/not applicable
L	side passage
A	single pen, square
B	single pen, rectangular
E	hall-parlor
C	double pen
T	double pen, three door
F	saddlebag, double door
V	saddlebag, single door
W	saddlebag, lobby
D	dog-trot
K	central passage, single pile
H	central passage, double pile
L	Side Passage
G	3 Room
N	T-plan

X	Covington/Newport
P	shotgun
Y	two-room, integral lean-to
R	Cumberland
Q	Bungalow
S	Foursquare
M	Asymmetrical/Pictorial
J	Ranch
O	other (specify)

18. STYLISTIC INFLUENCE:

For buildings exhibiting characteristics of specific styles (vernacular is not a style), enter style and two letter code, taking the first digit from the general heading and the second from the specific type. For transitional or combination buildings such as Federal/Greek Revival, record both styles on the same line. For example: 2/1/ Federal; 3/1/ Greek Revival. The periods are offered here as guidelines. It is not uncommon, however, to find a building that was constructed later than the dates indicated. In such a case, code the correct style name and indicate the construction date at # 12. Use the lines titled second and third to record subsequent additions. For reference, see John Blumenson, *Identifying American Architecture*; Marcus Whiffin, *American Architecture Since 1780*; and, especially, Virginia and Lee McAlester, *Field Guide to American Houses*.

- 00 Unknown/not applicable
- 1 **Colonial c. 1780-1800**
 - 1 Georgian
 - 2 Other
- 2 **Early Republic c. 1780-1835**
 - 1 Federal
 - 2 Other
- 3 **Mid 19th Century/Romantic c. 1835-1880**
 - 1 Greek Revival
 - 2 Gothic Revival
 - 5 Exotic Revivals
 - 4 Other
- 4 **Victorian c. 1840-1900**
 - 2 Italianate
 - 3 Second Empire
 - 4 Stick/Eastlake
 - 5 Queen Anne
 - 6 Shingle Style
 - 7 Richardsonian Romanesque
 - 9 Other
- 5 **Turn-of-Century (TOC) c. 1880-1940**
 - 1 Colonial Revival

- | | |
|---|-------------------------|
| 2 | Neoclassical |
| 3 | Tudor Revival |
| 8 | Chateausque |
| F | French Eclectic |
| 5 | Spanish/Mission/ Pueblo |
| H | Homestead |
| 6 | Beaux Arts |
| 7 | Other |
- 6 20th Century American c. 1900-1940**
- | | |
|---|------------------------|
| 1 | Prairie |
| 5 | Bungalow/Craftsman |
| F | American Foursquare |
| R | Lodge/Rustic |
| 3 | Chicago/Sullivan-esque |
| 4 | Skyscraper |
| 2 | Other |
- 7 Modern c. 1920-present**
- | | |
|---|--|
| D | Art Deco |
| 1 | Moderne |
| 2 | International |
| R | Ranch |
| M | Mobile Home |
| 3 | Mass/National/Popular (commercial chain—fast food, service stations, etc.) |
| 4 | Novelty (diners, Wigwam Village, etc.) |
| 5 | Other |
- 80 Other (specify)**

19. FOUNDATION:

Enter and code the foundation type and material. Spaces are provided for two periods of construction.

TYPE

- | | |
|---|------------------------|
| 0 | unknown/not applicable |
| 1 | piers |
| 2 | continuous |
| 3 | other |

MATERIAL:

- | | |
|---|------------------------|
| 0 | unknown/not applicable |
| S | stone |
| B | brick |
| F | field stone |
| A | cut stone |
| D | stuccoed |
| E | wood |

R	poured concrete
C	concrete block
X	other (specify)

20. PRIMARY WALL MATERIAL:

Record and code the exterior wall material in the spaces provided. Note that there are spaces for *original* wall material and *replacement* material provided, so if a building has vinyl siding over weatherboard, you will fill both spaces accordingly— if you can't tell what the original material was in that case, simply put vinyl in the replacement category and unknown for original material. In many cases, such as masonry or exposed log, the primary wall material is the same as the construction material. Frame and many log buildings typically have an exterior wall covering.

0	undetermined/not applicable
L	log
H	stone, cut
A	fieldstone
B	stone veneer
C	brick veneer
D	brick, bond undetermined
E	brick, common bond
F	brick, English bond
G	brick, Flemish bond
I	weatherboard
K	board and batten
1	shiplap
Z	vertical board
J	horizontal board
R	shingle
M	stucco/plaster
N	terra cotta
S	poured concrete
O	concrete block
3	rusticated concrete block
P	glass curtain wall
PP	prefabricated panel
T	pressed tin
U	corrugated metal
V	aluminum
W	asphalt shingle
X	asbestos
Y	vinyl siding
4	permastone
5	fake brick
6	Lustron (metal enamel)
7	Beaded Clapboard
Q	other (specify)

21. ROOF CONFIGURATION AND COVERING:

Code and enter the roof configuration and covering.

Configuration:

0	undetermined/n.a.
A	gable, side
B	gable, front
C	pedimented gable
D	cross gable
E	clipped gable
F	parallel gables
G	integral lean-to
H	parapet wall
I	hip
J	gable on hip
K	half-hipped
L	pyramidal
M	gambrel
N	mansard
P	shed
Q	flat
R	monitor
S	other (specify)

Covering:

0	undetermined/n.a.
1	wood shingle
2	tin shingle
3	slate
4	ceramic tile
5	asphalt shingle
6	built-up (tar)
7	standing seam metal
8	other (specify)

22. CONDITION:

Code and enter.

Blank:	unknown/n.a.
E	excellent-fully utilized
G	good-in good state of repair
F	fair-under maintained
P	poor-in need of major repairs
R	ruins-severe state of deterioration, beyond repair
S	site only

D demolished

23. MODIFICATION:

Code and enter.

- 0 undetermined/n.a.
- 1 little or no alteration, historic fabric largely intact
- 2 moderate alteration
- 3 major unsympathetic alteration, building character compromised
- 4 rehabilitation undertaken, sympathetic
- 5 restoration undertaken, sympathetic
- 6 moved
- 9 other (specify)

24. ARCHITECT/BUILDER

If the original architect or builder is known, enter name(s) in the space provided. Please reference the source of this information.

25. PHOTOGRAPHS:

All historic resources documented at the identification level, including support resources, must be photographed. While photographic coverage will vary depending on the size and significance of the resource being recorded, the surveyor should never skimp on images. Especially since the advent of digital, photography is one of the least expensive components of the survey and in many cases the KHC may never have another opportunity to photograph the resource. Since these photographs may be used in publications, surveyors should try whenever possible to get shots that are of good quality in terms of lighting and composition. If field time permits, it often helps to photograph resources at different times of day to get good lighting on all sides.

Where field time does not permit this, and you are shooting a back-lit structure, be sure to set the exposure to properly expose the structure rather than the background, or use a fill flash to supplement. If you are taking interior photographs, a tripod can be very useful – using a tripod with available light or available light with a flash fill often produces better results than using the on-camera flash alone. For tips on architectural photography documentation, see John Burns (ed.), *Recording Historic Structures*, and Gabriel Lanier & Bernard L. Herman, *Everyday Architecture of the Mid-Atlantic*, 335-341.

Photographs on black and white silver-based film are still accepted. It's a good idea to shoot an identification frame at the beginning of each roll of film. This should be done by writing your name, the name of the survey area, the date and the roll number on a sheet of paper attached to your clip board. Make sure that the camera is close enough to the paper so that the identification frame is legible when the film is developed. This information will be used to enter the negative file number which consists of the date/roll #/frames. For example, 02/05/12-20, is frame 12-20 on roll 5 taken in 2002. Contact prints (not photographs) should be printed from the negatives. When cutting contact sheets for attachment to survey forms, do not crop borders with frame numbers (this is often useful information for locating negatives). Write the resource number (in pencil) on the back of the contact prints and attach them in the space provided with double-sided tape. Use continuation sheets if there is not enough room. The negatives must be delivered in whole archival sleeves with the final report (do not

cut archival sleeves and attach to form: sleeves are filed separately from survey forms). The sleeves should be labeled with your name, date, roll number, and survey area.

Digital Photography

Copies of all digital photograph files must be submitted on good quality CD-R or DVD-R media. Do not use rewritable media. Each disc must be write-protected after recording so that it may not be overwritten. Check the disc after you have recorded it to be sure it is readable. Label the disc with the project name, date, county, photographer's name, project number if applicable, and some indication of the sites that are included, e.g., "JS 500-569." Keep backup copies of all photographs.

Photograph files should be named in this manner:

County AbbreviationSiteNumber_Photo Number.

For example, three photographs of the Gardner house in Hart County would be HT301_01, HT301_02, and HT301_03. Features at a site that have subnumbers, such as outbuildings, are named accordingly: CountyCodeSite NumberSubNumber_PhotoNumber, thus HT301.1_01, HT301.1_02, etc. Optional file naming conventions allowable include a site name and photographer's initials: HT301_gardner_wjm_01, HT301.1_barn_wjm_01, etc. All pictures should be rotated so they are right side up. Images of poor quality or redundant images should be deleted.

Proof Sheets with named thumbnails at least 2 inches wide of all digital photographs must be submitted as continuation sheets to each survey form.

COMMENTS/HISTORICAL INFORMATION

Space is provided beneath the photo area for comments. If you have extensive information, attach continuation sheets. If you evaluated the site as eligible, put a brief statement of significance in this space.

26. SUPPORT RESOURCES:

If there are historic support resources associated with this property, such as garage in a domestic setting, that are not being documented individually as part of a complex or district, answer the questions in this section using the appropriate codes previously listed. Significant individual resources should be documented separately.

27. SITE PLAN:

If Category 26 was completed or if you are using sub-numbers for certain resources, sketch a site plan. You can also use an aerial photo, if a clear one is available. North should be indicated and each resource should be keyed with an alphabetical letter. Resources that merit individual documentation should be documented on separate survey forms numbered with sub-numbers.

28. MAP:

In this space, or on continuation sheets, attach or print a scanned copy of the location of the resource plotted on USGS map products, 7.5-minute quads for the rural areas and 3.75-minute Digital Ortho-Photo Quads or NAIP/FSA color imagery (aerial photos) for urban areas. Both of these can be accessed free of charge from "The Commonwealth Basemap" internet mapping site (<http://kygeonet.ky.gov/tcm/viewer.htm>) or hard copies can be purchased from the USGS (<http://www.usgs.gov/>). The exact symbol or aerial representation of the resource should be circled and the resource number clearly written next to the site. To print a map from this web site, turn off the pop-up window blocker in your browser, click the print icon on the toolbar, then click the "create print page" button in the bottom of the window. This will create a pop-up print page of the map. You can right-click on the map in this pop-up window to save it as a jpeg image.

Other optional maps such as large-scale city maps, planning maps, Champion city maps, or updated Sanborn maps may be included as additional data. However, these maps are not acceptable as the required map of the resource, as they do not provide us with the appropriate data for entry into our GIS database. Finally, identify the source, scale, and compass direction clearly on the map.